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**NORTH DAKOTA DEPARTMENT OF
PUBLIC INSTRUCTION**

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To: Conference Exhibitor
From: Angie Thomas, Conference Planning Committee
Date: June 2016
RE: 2016 North Dakota Fall Educators Conference

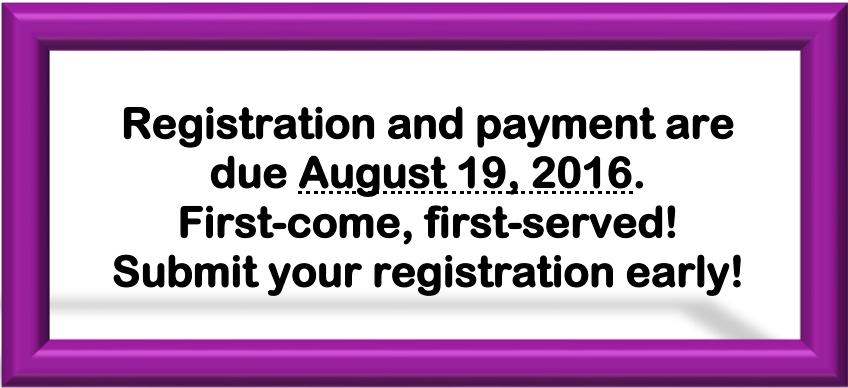
Plans are underway for the 2016 Fall Educators Conference to be held October 12-14, 2016 at the Event Center in Bismarck, North Dakota. Enclosed is a registration form along with exhibit information for the conference. We hope you will consider sharing your service or product with North Dakota educators.

We are excited to announce we have been authorized to offer credit for vendor visits. This will allow conference participants to visit with vendors as an option for one 60-minute breakout session.

The department takes great care to ensure quality locations for all vendors. However, some locations are preferred over others. Space is limited to 44 vendor booths and will be taken on a first-come, first-served basis upon the receipt of a **completed vendor registration form and payment**.

To reserve your booth, you must submit a **completed registration form and payment by August 19, 2016**.

We look forward to hearing from you. If you have any questions or would like more information, please contact me at afthomas@nd.gov or 701-328-2317.



**Registration and payment are
due August 19, 2016.
First-come, first-served!
Submit your registration early!**

Tentative
2016 FALL EDUCATORS CONFERENCE SCHEDULE
OCTOBER 12-14, 2016

Wednesday, October 12, 2016	
2:00 pm	Vendor Set-up
5:00 pm	Conference Registration: Hors d'oeuvres and Vendor Visits
6:15 pm	Opening Keynote Address
8:45 pm	Departure
Thursday, October 13, 2016	
7:15 am	Registration/Continental Breakfast/Vendor Visits
8:00 am	Welcome/Announcements
8:15 am	Opening Remarks
8:30 am	Keynote Address
10:15 am	Break/Vendor Visits
10:30 am	Concurrent Sessions or Vendor Visits
11:40 am	Concurrent Sessions or Vendor Visits
12:45 pm	Awards Luncheon
1:35 pm	Concurrent Sessions or Vendor Visits
2:35 pm	Break/Vendor Visits
2:55 pm	Concurrent Sessions or Vendor Visits
4:00 pm	Concurrent Sessions or Vendor Visits
5:00 pm	Departure
Friday, October 14, 2016	
7:15 am	Continental Breakfast/Vendor Visits
7:45 am	Keynote Address
9:00 am	Break/Vendor Visits
9:10 am	Concurrent Sessions or Vendor Visits
10:20 am	Concurrent Sessions or Vendor Visits
11:30 am	Concurrent Sessions or Vendor Visits
12:30 pm	Departure/Vendor Teardown

EXHIBIT HALL DETAILS

Vendors will be in the upper and lower lobbies of the Bismarck Event Center where conference participants will walk through to and from sessions many times during the conference.

Set-up Time: Wednesday, October 12, 2016 at 2:00 pm

Exhibit Hours: Varies daily; see above schedule

Booth Space and Cost: 10x10 – includes one skirted table and two chairs: \$225
 Carpet is an additional \$35

The registration fee includes power to your booth, cloth-covered table, pipe and draping, wifi code, and one meal package (all meals/snacks for the conference). Additional meal packages may be ordered for \$40 each.

2016 FALL EDUCATORS CONFERENCE

REGISTRATION FOR EXHIBIT SPACE

Please Print Clearly

Company

Address City State Zip

Contact Person Title

Phone Number Email

Type of Service of Product

Nature of Exhibit

Name(s) for Exhibitors Badges

Number of booths requested: 10x10 – Includes one skirted table and two chairs: \$225
Carpet: ☐ \$35

Number of extra meal packages (\$40 each)
(One package included in registration fee)

Any Accessibility Accommodation Requests:

Total Amount Enclosed: \$

Make Check Payable to: NDDPI

Mail Registration Form and Payment: **Department of Public Instruction**
CKEN-53 Fall Conference
600 E. Boulevard Ave., Dept. 201
Bismarck, ND 58505-0440

To Be Completed by NDDPI:

Space is limited to 44 vendor booths and registration will be taken on a first-come, first-served basis.

Registration Number: Total Booths: